

CONFIDENTIAL

Deputy Assistant Director for Operations

15 December 1953

Chief, Foreign Documents Division

Executive Order No. 10501 - Preparation of Foreign
Documents Division Reports

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1. Unclassified [] and [] reports will be prepared with the duplimat formater (Form No. 51-4c) essentially as a cover sheet only. The classification designation top and bottom will be blocked out as will the espionage clause in the black-bordered box.

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a. The spaces formerly used for classification, top and bottom, will be typewritten or stamped "For Official Use Only."

b. Essential data required by the formater form, including source reference or indication, will be completed as heretofore.

c. Beneath source material on the formater sheet or cover sheet will appear the boxed "WARNING" as follows:

"This report is disseminated for the information of the Intelligence Advisory Committee agencies only. If further dissemination is necessary, this cover sheet must be removed and CIA must not be identified as the source."

d. For unclassified reports involving [] comment, as previously would have been classified "Restricted," such comment will be carried where required on the cover sheet beneath the warning note and, as customary, in brackets.

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e. The actual unclassified report will be headed by a title, bibliographic data, and author.

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f. The [] number, required for accurate control and collation of the finished report in [] and in [] will be carried as a number without the identifying code [], on each page of the report following the cover sheet.

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g. In those cases where the report involves the use of copyright sources, the following warning will be stamped or typewritten at the top of the first page of the text preceding the title:

"WARNING"

"Laws relating to copyright, libel, slander and communications require that the dissemination of part of this text be limited to "Official Use Only." Exception can be granted only by the issuing agency. Users are warned that non-compliance may subject violators to personal liability.

h. All intelligence officers of the Division, including editors, have been instructed that no references to ☐ or its reports, to CIA, or to other intelligence organizations can be made in the body of a report subject to unclassified dissemination.

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2. Unclassified ☐ Summaries and Translations (cover publications) will be published similarly to the above.

a. The cover will bear the control "For Official Use Only" at top and bottom.

b. The warning relative to non-IAC dissemination (see paragraph 1.c. above) will be stamped or printed on the cover directly beneath the title of the publication.

c. The flyleaf on Summaries and Translations will be omitted.

d. The distribution list, formerly printed on the back of the flyleaf, will be reproduced on the back of the cover.

e. The unclassified covers will not bear the espionage clause.

f. In those cases where the contents of the report (Summary or Translation) contains copyrighted source material, the copyright warning (see paragraph 1.g. above) will be printed immediately preceding the title and source data, as in the case of ☐ reports.

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g. No identification of CIA, ☐, or other intelligence organizations will be carried in the body of the text of unclassified Summaries or Translations.

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3. ☐ U-reports will follow the format described above. The cover sheets will bear the control "For Official Use Only" and the "Warning."

The copyright warning will similarly be affixed immediately preceding the title at the beginning of the main body of text. U-reports previously issued as "Unchecked Contract Translations" will bear this stamped information on the cover only.

No identification of CIA, [] , or other intelligence organizations will be carried directly or by reference in the body of the text of unclassified U- or UC-reports.

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4. [] reports, Translations, and Summaries, classified as Confidential, Secret, or Top Secret will comply to the provisions of Executive Order No. 10501.

5. The Consolidated Translation Survey and Periodical Abstracts will be published as "Secret" publications, as heretofore.

6. Such "Reference Aids" and "Research Aids" which may be published unclassified will follow the format described in paragraph 2.

J. J. BAGNALL